

2025

ENGLISH — HONOURS

Paper : SEC-1

(Business Writing)

Full Marks : 75

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

1. Write a letter to a computer dealer to place an order for desktop computers for your office. 15

Or

Write a letter to the Chairman of your local municipality requesting him to arrange for regular removal of garbage. 15

2. Write a CV to be attached with a job application in response to **any one** of the following advertisements:

(a) Required Data Operators with at least three years of experience. Apply to the Manager, ABC Company, 13, Russell Street, Kolkata – 700 001. 15

(b) Applications are invited from Indian nationals for the post of a Botanist in XYZ Krishi Vigyan Kendra. Apply to the Director, XYZ Krishi Vigyan Kendra, Midnapore, West Bengal. 15

3. Write an e-mail to an eminent author requesting him or her to be the chief guest for your college Annual Day. 15

Or

Write an e-mail to a pest-control company enquiring about their service charges for your office. 15

4. Write a newspaper report on the felicitation ceremony of the H.S. toppers organized by an NGO at Rabindra Sadan on 25. 07. 2025. 15

Or

Write a newspaper report on the cleanliness drive undertaken by the NSS unit of your college. 15

5. Draft the minutes of the Students' Cultural Committee meeting held on 10. 01. 26 in Room no. 26 of XYZ College at 1 p.m. based on the following agenda : 15

- (a) Confirmation of the minutes of the previous meeting held on 20. 12. 25.
- (b) Organization of the Annual College Fest.
- (c) Organization of a book exhibition
- (d) Miscellaneous.

All members are requested to attend.

03.01.2026

Secretary,
Students' Cultural Committee
